



- 1. SOLICITATION NUMBER:** SOL-669-14-00004
- 2. ISSUANCE DATE:** August 01, 2014
- 3. CLOSING DATE/TIME:** August 26, 2014 / 4PM Local time
- 4. POSITION TITLE:** Education Program Specialist, USAID/Liberia
- 5. MARKET VALUE OF POSITION (Base Pay): GS-12. (\$60,877 - \$79,138).** Salary is not negotiable beyond this range. Salary to be paid within this grade will depend on experience, qualifications, and salary history. The standard compensation package also includes a contribution for life and health insurance and a contribution to FICA.
- 6. PERIOD OF PERFORMANCE:** One year, to start on or about December 2014 with the possibility of extensions. Extensions will depend on the need for continuation of such services, availability of funds, and satisfactory performance.
- 7. AREA OF CONSIDERATION: United States (US) citizens or U.S. Permanent Residents (non-U.S. citizen lawfully admitted for permanent residency) & Third Country Nationals (TCN) NOTE:** ALL ORDINARY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENT PERMITS ALLOWING WORK IN LIBERIA BEFORE BEING ELIGIBLE TO APPLY.
- 8. PLACE OF PERFORMANCE:** Based in Monrovia, Liberia
- 9. JOB DESCRIPTION:**

#### **Basic Functions**

The incumbent will be based in the USAID/Liberia Mission in Monrovia. S/he will serve as a member of the USAID Education Team, working to support overall internal operations and to streamline and standardize processes that support more effective portfolio management. The incumbent will also interact regularly with other offices within the USAID Mission, including the Financial Management, Acquisition, and Assistance, Program and Project Development Offices. S/he will accomplish work related to the conceptualization, design, documentation, and management of development assistance projects. S/he will play a key role in data and information management and analysis and in reporting on program budgets, work plans, performance management plans and overall activity performance.

**Major Duties and Responsibilities**

***Program Design & Administration (50%)***

***Financial Management & Performance Reporting (30%)***

***Program Information Management & Communications (20%)***

**Full copy of the Position Description will be made available upon request by calling (+231-777-66-402).**

**Required Qualifications**

**Education:** The position requires a Bachelor's Degree, Master's Degree Preferred, in Education, International Development, Public Policy, Knowledge Management, Communications, the social sciences or other relevant field.

**Prior Work Experience:** Three to five (3-5) years of experience in international development, administration, project management, development communications or applied research and evaluation is required, preferably in the field of education.

**Language:** Excellent English writing, editing and speaking skills, as well as an excellent ability to process information from a wide variety of sources into cohesive, polished documents are required.

**Knowledge:** Candidates should be able to demonstrate a broad knowledge of development theory and education or other directly relevant fields. A strong working knowledge of project, budget and information management, monitoring and evaluation, applied research, and communication is preferred. Candidates should possess a thorough understanding of the economic, political, social, and cultural characteristics of Liberia, with knowledge of key priorities and resources in the education sector preferred.

**Skills and Abilities:** Candidates must possess an ability and willingness to learn quickly, take initiative and work independently, as well as within a diverse team. The position requires the ability to obtain, organize and analyze a range of information and to create concise communications and reports, the ability to utilize data for project planning and management, and strong technical and interpersonal communication skills to develop and maintain collaborative working relationships. Candidates must be able to work effectively under pressure to carry out specific, results-orientated tasks. The incumbent should be highly proficient in the use of core computer programs (i.e., Google, Word, Excel, PowerPoint) for the review and development of internal and external communications and to track and present quality data.

**10. Selection Criteria**

Applicants meeting the required qualifications for the position will be evaluated based on information presented in the application and obtained through reference checks. Following is the evaluation criteria for this position:

- a. Education Background (20 points)
- b. Work Experience (35 points)
- c. Management Experience (25 points)
- d. Communications (20 points)

Maximum Points Available: 100

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## **11. HOW TO APPLY:**

Interested candidates should submit an application package that includes the following:

1. A clearly typed application letter which briefly summarizes why you believe you are qualified for this position;
2. Completed Optional Application For Federal Employment – Optional Form 612 (available at <http://transition.usaid.gov/forms/OF612.pdf>), including salary history for the prior three years;
3. Resume or CV that includes the names and contact details of three references that can attest to your work experience and professional qualifications; and
4. Sample (one document) of a previously written report, scope of work, academic article or similar work that demonstrates the candidate's writing skills.

### **APPLICATIONS SHOULD BE SUBMITTED TO:**

*The Education Program Specialist*

*USAID/Liberia,*

*C/O American Embassy, Service Gate, Benson Street*

*Or by E-mail to: [Pcherry@usaid.gov](mailto:Pcherry@usaid.gov) & [Sbrowne@usaid.gov](mailto:Sbrowne@usaid.gov)*

*NOTE: To ensure delivery by the due date it is recommended that applications be sent in an email attachment. Late applications may be considered in USAID's sole discretion. The award of a contract hereunder is subject to the availability of funds. Applicants should include salary history for the past three years and the names and contact points (telephone/fax numbers, email addresses) for at least two references with knowledge of the applicant's prior work skills).*

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## **ATTACHMENT 2: PSC Contractor Benefits (As allowable under applicable regulations)**

### **BENEFITS & ALLOWANCES**

AS A MATTER OF POLICY, AND AS APPROPRIATE AND/OR AS APPLICABLE, A USPSC RESIDENT HIRE IS NORMALLY AUTHORIZED BENEFITS AND NOT ALLOWANCES IN ACCORDANCE WITH THE AIDAR APPENDIX D.

#### **1. Benefits**

- a. Employee's FICA Contribution
- b. Contribution toward Health & Life Insurance
  - i. --72% of Health Insurance Annual Premium (not to exceed \$20,339.00 for a family and \$7,266.00 for employees without dependents)
  - ii. --50% of Life Insurance Annual Premium (not to exceed \$500)
- c. Vacation & Sick Leave

**2. Federal Taxes:** USPSCs are not exempt from payment of Federal Income taxes.

**3. List of REQUIRED Forms for USPSCs**

- a. Optional Form 612. (U.S. Government Optional Form 612 is available at the USAID web site, <http://www.usaid.gov/forms/OF612.pdf> or internet <http://fillform.gsa.gov>, or at USG offices.)

Forms (b) through (e) shall be completed only upon the advice of the Contracting Officer that an applicant is the successful candidate for the position.

- b. Medical History and Examination (DS-1843).
- c. Questionnaire for Sensitive Positions (for National Security) (SF-86), or
- d. Questionnaire for Non-Sensitive Positions (SF-85).
- e. Finger Print Card (FD-258). (NOTE: Form is available from the requirements office.)

**4. Contract Information Bulletins (CIBs.) and Acquisition and Assistance Policy Directives (AAPDs) Pertaining to PSCs.**

CIBs and AAPDs contain changes to USAID policy and General Provisions in USAID regulations and contracts.

Please refer to this website

[http://www.usaid.gov/business/business\\_opportunities/psc\\_solicitations.html](http://www.usaid.gov/business/business_opportunities/psc_solicitations.html) to determine which CIBs and AAPDs apply to this contract.

*Drafted by: A. Mangou-Koon, HRA*

*Cleared by: J. Richards EDU Officer*

*Approved by: P. Cherry, Executive Officer*